

### V-STOP Grant Application Checklist

The items listed below **must be submitted in the order outlined in this checklist**. Additionally, all pages of the grant application **must be numbered**. If you are not required to submit an item, write N/A for not-applicable. This checklist does not need to be submitted with your application.

- ☐ An original and three (3) unbound copies of the application are being submitted by mail or by hand for receipt by DCJS by **4:30 p.m., September 14, 2007**. Please double space and use Ariel 12 font.
- ☐ Face Sheet of Grant Application is completed for CY **2008**. (Attachment I) See page 12 -13.
- ☐ Face sheet is signed by the Project Administrator.
- ☐ All budget items for **2008** have been noted as in-kind match, cash match or V-STOP funds. See pages 4 & 13-15.
- ☐ Budget items for **2008** are placed in the appropriate columns of V-STOP funds, cash match or in-kind match. See pages 4, 13-15.
- ☐ All applicable sections of Budget Category Itemization have been completed for **2008**. All columns have been totaled and arithmetic has been checked for accuracy.
- ☐ A Project Budget Narrative has been provided for **2008**, explaining and justifying **all** items included in the Budget Category Itemization. See pages 13-15.
- ☐ Face Sheet of Grant Application is completed for CY **2009**. (Attachment I) See page 12-13.
- ☐ Face sheet is signed by the Project Administrator.
- ☐ All budget items for **2009** have been noted as in-kind match, cash match or V-STOP funds. See pages 4 & 13-15.
- ☐ Budget items for **2009** are placed in the appropriate columns of V-STOP funds, cash match or in-kind match. See pages 4, 13-15.
- ☐ All applicable sections of Budget Category Itemization have been completed for **2009**. All columns have been totaled and arithmetic has been checked for accuracy.
- ☐ A Project Budget Narrative has been provided for **2009**, explaining and justifying **all** items included in the Budget Category Itemization. See pages 13-15.
- ☐ A Project Description has been provided including the following:
  - ☐ New Applicants – Need Justification. See page 16.
  - ☐ All Applicants - Goals and Quantified Objectives with Activities and Performance Measures (Attachment II) See page 16.
  - ☐ New Applicants – Implementation Plan. See page 17.
  - ☐ Continuation Applicants - Sustainability plan. See page 17
    - ☐ Organizational Chart
  - ☐ All Applicants - Evaluation Plan. See page 17-18.
  - ☐ All Applicants - Evidence of Community Collaboration, see page 18-19.
  - ☐ All Applicants - New or revised Cooperative agreements with appropriate agencies are signed and attached See page 18-19.
  - ☐ All Applicants - Copy of survey that is used to obtain client feedback, see page 17.
  - ☐ Continuation Applicants - Collated data and results of survey information are attached, see page 18.
- ☐ Continuation Applicants - Copy of Final Report from CY 2006 is attached, see page 16.
- ☐ All Applicants - V-STOP Underserved Data sheet is completed and attached. (Attachment III) See page 18.

- ☐ The signed General Grant Conditions and Assurances form is attached. (Attachment IV)
- ☐ The signed Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace form is attached. (Attachment V)
- ☐ A copy of 501(c) (3) confirmation letter is attached. – Private, non-profit applicants only.
- ☐ If nonprofit, a FY 2004 or FY 2005 Financial report or audit is attached. – Private, non-profit applicants only.